Let's talk about projects!

1. Vocabulary review

Complete the sentences using the words in the box. There are TWO extra words.

BUDGET – OBJECTIVE – TIMELINE – UPDATE – MEET – MISS – OVERTIME – TEAMWORK – FALL BEHIND – UNREALISTIC – TIGHT – ASK FOR

1. Our main _____ for this quarter is to improve customer satisfaction.
2. The project manager asked everyone to review the project _____ before the meeting.
3. We need to _____ the deadline if we want to keep the client happy.
4. The marketing team had to work _____ to finish the campaign on time.
5. Could you give me an _____ on the progress of the project?
6. We might _____ schedule if the supplier delays the delivery again.
7. The client's expectations seem _____ given the amount of time available.
8. Good _____ is essential when several departments are involved in a project.
9. The project has a very _____ deadline, so we need to prioritize our tasks carefully.
10. If we don't finish this phase by Friday, we'll _____ the deadline.
11. The project manager decided to increase the _____ to hire additional staff.
12. If you need help with the report, don't hesitate to _____ assistance.

2. Reading Comprehension

The Phoenix Project

The Phoenix Project was supposed to be completed in six months. At the beginning, the team created a detailed timeline, established clear objectives, and agreed on a reasonable budget.

However, after two months, several problems appeared. One supplier delivered materials late, and the development team started to fall behind schedule. During weekly meetings, the project manager asked team members to give regular updates on their progress.

As the deadline approached, some employees had to work overtime. The client also requested additional features that many team members considered unrealistic given the available time and resources.

Fortunately, strong teamwork helped the team solve several issues. They managed to meet the final deadline and complete the project successfully without exceeding the budget.

True or false?

1. The team planned the project before starting work.
2. The project had problems because some materials arrived late.
3. Team members stopped giving updates during the project.
4. Some employees worked extra hours to help finish the project.
5. The client asked for more features than originally planned.
6. The team thought the client's new requests were realistic.
7. Good teamwork helped the team solve problems.
8. The project was completed after the deadline.

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3. Writing Task (Project Management)

Situation

You are the project manager of a software development project. The project is currently falling behind schedule, the deadline is tight, and some team members are working overtime.

Write an email to your team (120–150 words).

Include:

- ✔ An update on the current situation.
- ✔ The main objective for the next two weeks.
- ✔ One problem affecting the project.
- ✔ A request for teamwork and support.
- ✔ A reference to the deadline.

Useful phrases

- I'd like to give you an update on...
- Our main objective is to...
- We are currently falling behind schedule because...
- The deadline is quite tight, so...
- Thank you for your teamwork and commitment.
- Please let me know if you need any support.

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